

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: April 17, 2009

CLOSING DATE: [May 4, 2009](#)

Recruiting Bulletin No. **AF-09-2010-RT-02I**

Seattle Regional Census Center

Bothell, WA

REGIONAL TECHNICIAN

GG-0301-05/07/09/11/12

STARTING SALARY (STEP 01):

Applicants with prior Federal Civil Service may qualify for a higher starting salary. Applicants must specify the grade they are applying to on the application; if applying to multiple grades, an application must be submitted for each grade level.

Grade 05 \$32,718 Grade 11 \$59,978

Grade 07 \$40,527 Grade 12 \$71,889

Grade 09 \$49,573

PROMOTION POTENTIAL

GG-12

NUMBER OF POSITIONS:

Few

EXCEPTED SERVICE APPOINTMENT:

This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.

DUTY LOCATION:

Bothell, WA

AREA OF CONSIDERATION:

Internal- All current Census employees, who are serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive appointment). Applicants must meet Time-in-Grade for grades 07-12.

Please note: *All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting.*

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned regional office for the 2010 Census. Working under specific direction from the regional office, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and regional office or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the regional office and/or the LCO.

EVALUATION PROCESS:

The review of applications is a four-step process. (1) All applicants are evaluated to determine if they meet the basic eligibility requirements (i.e., are a U.S. citizen, meet the "Area of Consideration"). (2) If an applicant meets the basic eligibility requirements, their **RESUME only** is reviewed to determine if it meets the Experience and/or Education qualification requirements described below. (3) Applicants who meet the qualification requirements, those "basically" qualified, are then given a numerical score based on their answers to the Evaluation Criteria Questions. (4) All qualified applicants are placed on a selection record in score and Veterans' Preference order, and then referred to the Selection Official for review.

QUALIFICATIONS: Applicants must have the experience **OR** education **OR** a combination of both, as indicated below.

Grade 5: Experience: One year of specialized experience equivalent to the grade 4, that demonstrates experience in: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Four years of education above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 07: Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Bachelors degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Grade 09: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Grade 11: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Grade 12: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. **You may qualify for a position based on your education, experience, or a combination of both.** If qualifying based on education, you **MUST** submit a unofficial copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply official transcripts upon appointment.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1, 2, & 3).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.
2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation and recruiting or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

For further information on this vacancy you may contact Lori Ann Brockmeyer, HR Specialist at (425) 908-3053

HOW TO APPLY:

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov), **OR** a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Each applicant must submit a completed Declaration for Federal Employment, OF-306 (PDF version is available on our Regional website, or at OPM.gov).
3. Each applicant must address the Evaluation Criteria questions above.
4. Copy of college transcripts, if qualifying based on education.
5. A complete and separate application must be submitted for each grade and posting (i.e., Internal/External) you are applying for.

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. **This information MUST be included in your application package.** Failure to provide the information below may result in loss of consideration:

- Recruiting Bulletin number (e.g., AF-08-2010-PS-01), title, series and grade (e.g., Grade 07) for which you are applying.
- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference (Member Copy-4, if applicable). The DD-214 **MUST** show the type of Discharge (e.g., Honorable/General).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, **starting and ending dates (month/year), hours per week (full-time or part-time), salary**, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (425) 908-3053

APPLICATION DEADLINE: Application materials must be received by the **Closing Date (COB 4:30pm PST)** of the Recruiting Bulletin. Applications received after this date/time *will not* be considered. You may submit your application by mail, by courier, or in person to:

U.S. Census Bureau
ATTN: Lori Ann Brockmeyer, HRS
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- Applicants must be 18 years of age or older to be hired.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.